

EL PASO IS ABOUT TO BECOME A LOT MORE COLORFUL!!

VENDOR APPLICATION FORM

Application Deadline: September 10, 2012

Chalk the Block Public Art Festival - October 12th – 14th, 2012 VENDING ON OCTOBER 13TH – 14TH ONLY

Art Vendors are invited to participate in the 5th Annual public art festival, Chalk the Block.

Overview of Event

On Friday, October 12th from 6:00 p.m. – 10:00 p.m., Saturday, October 13th from 10:00 a.m. – 10:00 p.m. and Sunday, October 14th from 11:00 a.m. to 3:00 p.m., the City of El Paso Museums and Cultural Affairs Department (MCAD) in partnership with the El Paso Community Foundation, will host an extraordinary event to attract and invite seasoned and emerging visual artists to use chalk to create works of art on the city sidewalks of downtown El Paso. Based on last year's attendance, we expect 30,000 El Pasoans and tourists to descend upon Arts Festival Plaza and event locations of San Jacinto Plaza and Cleveland Square (Please note: vending opportunities available only Saturday 10/13 and Sunday 10/14).

Chalk the Block will be a fun-filled event and will host entertaining activities for people of all ages, including a Kids Zone, an interactive public chalk area, temporary art installations, art vendors, live music, fire and aerialist performances, great food, chalk art competitions, and much more!

Information for Art Vendors

Applications must be received by **5:00 pm on Monday, September 10, 2012.** Upon approval, vendors will be charged a fee for the rented space in which they can sell their items. Vendors will be responsible to bring all display materials should they need them such as a tent, table, easels, table cloths, and chairs. Spaces are limited!

Art must be original pieces of work and can be, but are not limited to: painting, sculpture, wood work, prints (graphic design), professional photographs, arts and crafts, handbags, screened t-shirts, and jewelry.

For further information please contact Kaycee Olsen, at (915) 541-4280 or olsenkl@elpasotexas.gov

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BOOTH GUIDELINES

1. Please bring your own materials (tent, table, easels, table cloths, chairs, etc). Access to electricity will NOT be provided. Set up may not exceed 10' X 10'. Spaces will be marked and numbered on the pavement. Your assigned space will be indicated on your Vendor pass. Assignments are final; vendors MAY NOT reassign themselves. **Booths are Non-Transferable.** Lighting will be provided. Chalk the Block vendor permits must be displayed at all times. Vendors without these permits will be asked to leave.

2. Saturday:

Check in will begin promptly at **8:30 a.m. on Saturday, October 13th. (must be ready to sell by 10:00 a.m.)**. Although event security will be available, artists are responsible for assigning an individual to remain with the booth at all times. Teardown will be by 9:00 p.m. (times may be extended). Overnight security is not provided; vendors are responsible for items left in tent overnight.

Sunday:

Check in will begin promptly at **8:00 a.m. on Sunday, October 14th (must be ready to sell by 9:45 a.m.)**. Teardown will be by 3:00 p.m. (times may be extended).

3. ARTIST CRITERIA & SELECTION

All artwork must be original and hand-made by the applicant or with the use of appropriate tools. No additional items may be sold (i.e. water, candy, etc.). The event is a family-friendly event and artwork must be appropriate for the venue. In order to ensure a diverse array of artist goods, merchandising and pricing, a vendor committee will select artists. Artists not selected will not be permitted to vend at the event.

4. NOTIFICATION & CANCELLATION

Artist will be notified of their selection for the vendor booth by September 12, 2012. No refunds will be made if the event is cancelled.

5. LOGISTICS

- a. **Parking:** Pay to Park Available at the Mills Plaza Parking Garage and the Convention Center Parking Garage. Free parking is also available at the City Hall Parking lot.
- b. **Trash:** Vendors are responsible for removal of all trash from booth space.
- c. **Sales Tax:** All vendors are responsible for collecting and paying Texas State Sales Tax as applicable to their product. You may obtain more information or a tax permit at the State Comptroller's web site (www.window.state.tx.us) or by calling 1-800-252-5555.

6. FEES and PERMITS

Vendor permits are not necessary, the event includes permitting.

Booth Fee (non-refundable):

\$ 35.00 for artist

\$ 25.00 for student artists (school ID or photocopy required)

\$ 4.00 for established Downtown Artist Market vendors (**Note:** Vendors must have attended at least six times, verified by the Downtown Artist Market Coordinator).

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BOOTH FEE PAYMENT:

To guarantee space, booth fees must be received by the MCAD offices by COB **Monday, September 24, 2012**. Cash, check or credit card (Visa, Mastercard, Discover). Credit cards may be taken over the phone or done in person at the MCAD located at City Hall, 2 Civic Center Plaza, 2nd Floor. *Proof of payment must be shown before vendor booth can be confirmed.

Vendor Application

Name: _____
Address _____ City _____ ST _____ Zip _____
Home Phone _____ Work _____ Fax _____
E-mail address _____

Description of Artwork to be sold (must include price range):

ITEM	PRICE

Artist must include 3 jpg or pdf files as a separate attachment of merchandise to be sold.

PLEASE EMAIL THE VENDOR APPLICATION FORM TO MCADevents@ELPASOTEXAS.GOV